

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: OFFICE SPECIALIST I - Public Works**

**Posting # 6876-1115 jhm**

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software including the Workforce Services Mavis Beacon program. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable

**STARTING SALARY: Step 14, \$12.55 per hour, \$1,004.00 Bi-weekly** *plus benefits package*  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** October 21, 2015

**CLOSING DATE:** Open Until Filled

**\*All applications received by November 4, 2015** will be screened by the Personnel Office.

Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Personnel Office will continue to consider qualified candidates as needed until the position is filled.

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at -** <http://www.utahcounty.gov/jobs>

**JOB SUMMARY:** Provides first-contact customer service and performs a variety of clerical and office support duties to expedite day-to-day operations of the Public Works Department.

**Office Specialist I - Public Works:** Works under close to general supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.

### DUTIES INCLUDE:

Receives, screens and directs incoming phone calls, assists visitors and callers by providing information and directing them in correct processes; provides initial response to questions, complaints or problems. Receives calls from county-wide departments to schedule work orders related to building maintenance, telephone services, or engineering related needs or projects. Provides clerical and administrative support to personnel from multiple divisions; types or otherwise creates letters, statements, narrative and statistical reports, minutes, agendas, and other documents as requested. Prepares and issues receipts for funds collected for facilities reservations, parks usage, permit fees, maps, surplus equipment, sales at the front counter, and other departmental transactions. Monitors and maintains department library; performs general literature inventory reviews; indexes and documents new manuals or books. Maintains various department personnel records including driver's license status, emergency contact information etc.; creates and maintains county-wide telephone directory for downloading by other departments. Serves as primary point of contact for the public and for County employees scheduling the use of County buildings and facilities; interacts as needed with the public, County security, and custodial services in arranging use; posts reservations to County calendar; appraises callers of rental fees and collects said fees. Serves as primary point of contact for scheduling the use of County parks and pavilions; monitors scheduled events and appraises renters of upcoming commitments; collects rental and reservation fees. Reconciles cash receipts, ensures proper accounting, and prepares and submits deposits to Treasurer's Office according to established policies and practices. Processes necessary information for department payroll; utilizes the County's time-entry system to ensure proper reporting of work time.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Working knowledge of:** Standard office practices; proper grammar, spelling and punctuation.

**Skill in:** Reading, writing, and basic math; operating standard office equipment; word processing, data entry and basic spreadsheets.

**Ability to:** Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

**REQUIREMENTS FOR EMPLOYMENT:** High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.